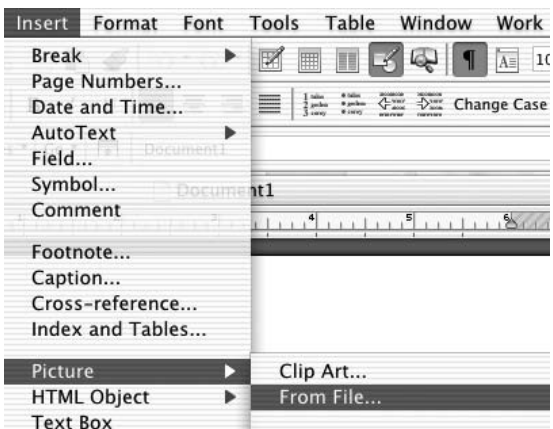


Inserting Images

Summary

Images can add a lot to the visual presentation of a *Microsoft Word* file. There are many different kinds of images that can be included in a *Microsoft Word* file and they can be inserted from a variety of sources.

The following lessons teach students how to insert a picture from another *Microsoft Word* file (grades K–2), from the Internet (grades 3–5), and from a scanner or camera (grades 6–8). The directions below give you a general guideline for how to insert images into a *Microsoft Word* file. Check the Help menu for further information about inserting images from specific locations.



Step-by-Step Directions

Inserting Images

1. Move the cursor to the place on the page where you want to insert a picture.
2. Click **Insert** on the Menu bar.
3. Click **Picture>** and choose *From File...*
4. Double click the folder where the picture you want to insert is saved.
5. Click the picture you want in the file.
6. Click **Insert**.

Inserting Images from the Internet

1. Right click on the picture or click and hold the **Ctrl** key.
2. Choose **Copy Image** from the pull down menu.
3. Click on the place in your file where you want your picture.
4. Click **Paste** to paste the picture. (On a Macintosh: Choose **Paste Special** and then *Picture*.)

Quick Tip

An **Insert Picture** button may be seen at the bottom of your screen if you open the *Drawing* toolbar. This can be done by clicking **View** on the Menu bar, clicking **Toolbars>**, and choosing *Drawing*. The **Insert Picture** button is yellow with a mountain scene.